

**Chelan County**  
**Development and Utility Inspector**  
**Job Description**

**Job Title:** Development and Utility Inspector  
**Department:** Public Works  
**Reports To:** Development Review Manager  
**FLSA Status:** Nonexempt

**SUMMARY:**

Inspects and oversees construction of new county and private roads, improvements to existing county roads, construction of utilities within the county road right-of-way and other types of construction work to ensure that procedures and materials comply with plans and specifications by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reviewing plans for new subdivision construction projects.
- Field measurements to verify dimension accuracy of structural installation and layout.
- Verify elevation of road/easement alignment and structure installation.
- Construction inspection to ensure that field procedures and materials used conform to project specifications.
- Inspection of utility installations for approval of location, grade, and road crossing restoration to conform to County standards.
- Assure that the contractors are following the approved construction plans and specifications and provide information to the engineer on deviations for approval from specified construction procedures to ensure compliance with regulations governing construction.
- Recording quantities of materials received or used during specified construction periods.
- Maintaining a daily log of construction and inspection activities and comparing progress reports.
- Perform other engineering aid functions as directed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

BS or AS with two years civil engineering experience or completion of a two-year vocational course in Civil Engineering Technology or two years of college pre-engineering courses and three years experience in surveying, drafting, engineering, development review, surface water management, transportation planning, right-of-way, or construction inspection, a combination of education and experience may be used to meet these requirements.

**LANGUAGE SKILLS:**

Ability to read and interpret construction and contract documents, safety policies and procedures, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the public, contractors, developers, and other involved agencies.

**MATHEMATICAL SKILLS:**

Ability to calculate elevations, grades, quantities and utilize conversion formulas of construction materials.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Washington State Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee regularly is required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, close vision, distance vision, and depth perception.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually loud.